**Position:** Youth Training Coordinator  
**Type:** Full-Time  
**Reports to:** Youth and Community Engagement Manager  
**Location:** Hybrid / Denver, Colorado  
- The position is required to work in-office Tuesdays and Thursdays  
**Position Timeline:** This position is grant funded and expected to end November 2024  
**Application deadline:** 11:59 pm on September 22, 2023

**THE ORGANIZATION**  
One Colorado is the state’s leading advocacy organization dedicated to advancing equality and opportunity for lesbian, gay, bisexual, transgender, and queer (LGBTQ+) Coloradans and their families. Our vision is a fair and just Colorado.

One Colorado is comprised of three organizations: One Colorado Education Fund, a 501(c)3 that leads the organization’s public education and civic engagement efforts; One Colorado, a 501(c)4 that leads the organization’s lobbying and advocacy efforts; and One Colorado PAC, a state political committee that supports the organization’s political endorsements.

**THE POSITION**  
This is an entry-level position. One Colorado is seeking a Youth Training Coordinator familiar with the foundations of Positive Youth Development (PYD) approaches, adult-youth partnership, youth advocacy and policy work, and the importance of creating LGBTQ+ youth lead spaces. The candidate must be an enthusiastic self-starter with high energy and a commitment to social justice. This person must be flexible, resourceful, and creative. The candidate needs to have demonstrated experience giving presentations, training, or public speaking and will be comfortable teaching and training diverse groups of individuals with various backgrounds and experiences. This position is directly supervised by the Youth and Community Engagement Manager, and collaborates closely with the One Colorado team.

This position will be responsible for facilitating youth-focused LGBTQ+ competency training, GSA training, and co-facilitating training for parents within our Youth and Schools program. They will also support the Youth and Community Manager who is facilitating the GSA Leadership Council and coordinating two GSA youth summits. The ideal candidate is familiar with Colorado’s LGBTQ+ youth and young adults, has knowledge and connections within local youth initiatives and networks in the area, and has experience organizing coalitions. The ideal candidate will have a demonstrated ability to excel in a quickly shifting environment. This position offers an excellent opportunity to deepen connection and understanding of LGBTQ+ issues in Colorado, enhance community leadership experience, and participate in statewide grassroots campaigns to advance LGBTQ+ equality to uplift the voices of LGBTQ+ youth, and ultimately improve the lives of LGBTQ+ Coloradans and their families. The Youth Training
Coordinator models the values of the One Colorado team, including participative management, teamwork, collaboration, work/life balance, and commitment to social justice and racial equity.

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**JOB RESPONSIBILITIES**

**Training and Grant Implementation (40%)**
- Manage and coordinate the training schedules with community partners, schools, and LGBTQ+ parent groups
- Co-facilitate and/or independently conduct One Colorado-developed GSA trainings with school groups
- Organize One Colorado youth training materials and stay updated on all training best practices
- Co-facilitate parenting education and training groups with Youth and Community Engagement Manager
- Distribute and track pre and post training surveys

**Gender & Sexuality Alliance (GSA) and Schools Support (30%)**
- Co-facilitate GSA Leadership Alliance meetings; support meeting agendas, keep minutes, and help facilitate positive peer interactions between youth
- Manage GSA database to ensure contacts are relevant and up to date
- Participate and support the Youth & Schools team in coordinating One Colorado’s bi-yearly GSA Youth Summits
- Build and maintain positive relationships with schools in Colorado through GSA and policy support, training and education, and GSA youth summits

**Advocacy and Policy (10%)**
- Participate in One Colorado School Policy coalition meetings to stay informed on current policy, community concerns, and assist team members with coalition support
- Stay current with existing and latest evidence-based best practices for working with young people to create safer schools for LGBTQ+ students
- Support the political and organizing team to plan and host local community events to engage supporters and coalition partners in our safe schools program

**Internal Partnerships (10%)**
- Develop student, educator, guardian, and community resources to support LGBTQ+ youth with guidance from the Health Equity Director and Communications Director
- Attend regular supervision meetings as assigned by your supervisor
- Attend regular One Colorado staff meetings
● Develop, identify, and implement program goals in collaboration with the Youth and Community Engagement Manager and other One Colorado staff
● Attend and participate in the planning of GSA or youth fundraising and community events

Grants and Reporting Responsibilities (10%)
● Work with the development team to track all grant requirements
● Track trainings and any assigned pre or post training surveys for the grant
● Track and document progress of GSAs and policies across the state

*Note: Percentages are estimated and can change based on need.

PREFERRED EDUCATION AND EXPERIENCE:
You should have:
● 4 years of volunteer or paid experience in social justice, grassroots organizing, and advocacy and at least 2 years of experience working directly with youth in a positive youth development setting (or)
● A bachelor’s degree, 2 years of volunteer or paid experience in social justice, grassroots organizing, and advocacy, plus 2 years of experience working directly with youth in a positive youth development setting (or)
● Any equivalent combination of experience and education
● A commitment to advancing equality for LGBTQ+ Coloradans and their families
● Interest in issues that impact LGBTQ+ youth and other intersecting identities
● A strong commitment to dismantling oppressive systems and building towards a more equitable and inclusive future
● A flexible, respectful, collaborative, and adaptive work style
● The ability to work as part of a team, as well as independently
● Experience with speaking publicly
● Ability to facilitate and provide trainings to the community
● A commitment to maintaining and improving One Colorado’s supportive, empowering team culture
● Ability to maintain flexible work hours – including some weekends, evening hours, and in-state travel 5-10 days per month
● Bilingual in Spanish and English preferred

COMPENSATION
Starting salary is $46,500.00. One Colorado offers a full benefits package with medical, dental, retirement plan with partial employer match, generous holidays, mental health, sick leave, and paid time-off benefits, professional development budget, mileage reimbursement, cell phone reimbursement, 24-hour gym access at our Denver office, and RTD reimbursement. One Colorado covers 100% of your life insurance, medical and dental benefits.
TO APPLY
Email One Colorado’s Office Manager, Smokey Aldhafiri (he/they), at smokeya@one-colorado.org and include “Youth Training Coordinator” in the subject line with:

- a cover letter, communicating your commitment to Positive Youth Development, Justice, Equity, Diversity, and Inclusion, why you want to work for One Colorado, and highlighting any relevant experience you have,
- your resume

Applications will be accepted until 11:59 pm on September 22, 2023. Incomplete or late applications will not be considered.

COMMITMENT TO EQUAL EMPLOYMENT
One Colorado is an aggressive advocate of inclusivity and welcomes applicants from all backgrounds – particularly people of color, women, LGBTQ+ people, immigrants or refugees, people with disabilities, and people from low- or moderate-incomes.

One Colorado is an equal opportunity employer and services provider. This non-discrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service. The Organization does not discriminate in its employment decisions or provision of services on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, height, weight, disability status, veteran status, military obligations, marital status, and political party affiliation, or on any other basis that would be in violation of any applicable federal, state, or local law.